

QUESTIONS AND ANSWERS

THE PROPOSAL DUE DATE HAS BEEN EXTENDED TO MARCH 16, 2010, 2:00PM.

1. What is the technology used for the legacy system and what is the new technology stack chosen for this project?

The core of the current system is a Mainframe application written in PL/1 and IBM Assembler Language. A range of other technologies are used in different parts of the overall legacy system including Oracle, Access, R:Base, and custom VB6 applications, to name a few.

It is anticipated that the new system will have a GIS component to it. Mn/DOT's standard GIS technology stack includes:

Application architecture:	Microsoft .Net 3.5, ArcGIS Server 9.3 SP1 or above
Primary Architecture for services tier:	ESRI's ArcGIS Web and Mobile SDK's
Application development language:	Microsoft Windows 2003 64 Server & .NET 3.5
Scripting Language	C# (MS Visual Studio 2008)
Reports solution:	JavaScript, Python, VBA
Database:	Crystal Enterprise 11
Database Middleware:	Oracle 10G2
Object/Relational mapping:	ArcSDE (at 9.2 SP6 level) with SDO Geometry Direct Con.
Controller framework:	ESRI's ArcSDE, ESRI's ArcObjects, and .NET
View / presentation framework:	MS .NET 3.5, ESRI's Web and Mobile .NET ADF's
	Windows XP or Vista PC with .NET 3.5
	Windows Internet Explorer and Windows IIS Server
	Windows Mobile Device w/Compact Framework 2.0
	HTML, CSS, and ASP.NET Technologies
ASP.NET application server:	MS .Net 3.5
Code version control system / repository:	Mn/DOT's CVS
Build / deploy / dependency tool:	MS Visual Studio 2008 Professional Edition
Integrated Dev Environment (IDE):	MS Visual Studio 2008 Professional Edition
Detail modeling / design tool:	MS Visio UML, Poseidon, Rational Tools
Primary detail build / programming tool:	MS Visual Studio 2008 Professional Edition
Primary testing tools:	MS Visual Studio 2008 Pro Ed., NUnit
CVS interface tools:	Tortoise, ViewCVS, and CVS
Defect / Issue tracking tool:	JIRA

Ajax technology is integrated with the ESRI .NET application development framework.

2. In section 6, Required skills – it states that budget management is also a required skill. Can you please elaborate on this requirement? Does it mean resource cost only or does it extend to equipment and other expenses as well?

The budget for this project will include:

- a) Cost of the resource
- b) Costs of evaluation, purchasing, data cleansing/loading, and implementation of various software packages
- c) Expenses associated with minimal travel within the state to meet with stakeholders as needed

3. Is there any consideration for Women/Minority Business Enterprise organizations? Is there MWBE subcontracting goal for this RFP?

No.

4. What is the overall experience you are looking for Project Manager?

This project will involve working with multiple functional groups to develop a phased approach to replacing a 40 year old mainframe application that supports a significant of the planning and safety work done at Mn/DOT. While the old system is one integrated application, we will be looking to replace it with a collection of COTS products (understanding that some level of customization will probably be required). Once a core linear referencing system is selected, the separate functional groups must be led through the process of evaluating and selecting appropriate software to meet their business needs. Therefore, we need a project manager highly experienced with managing complex, phased, projects; working with multiple functional groups; and communicating clearly with champions, stakeholders, and team members. The SOW states years of experience with various aspects of the project. If all experience was obtained simultaneously, 7 years of project management would be sufficient to meet the minimum requirements.

5. Is it expected that the project manger should have worked on the similar technical environment?

Experience with similar technical environments is not required, but would be advantageous for the applicant.

6. Is this position has any incumbent?

No.

7. Do you expect the project manager should have worked with DOT in State of Minnesota?

That is not a requirement nor an expectation.

8. How much weight is given to prior state experience for the project manager?

Relevance of experience of the assigned personnel is to count for 30% of the total evaluation (as detailed in the SOW). In as much as previous experience with a state agency is relevant to the job in this SOW it will be included in that evaluation.

9. Would you consider non local candidates for this position?

This position will require significant on-site contact with personnel throughout the Minnesota Department of Transportation. Non-local candidates would be expected to perform the majority of the work on-site; costs associated with travel and lodging would have to be incorporated into the cost proposal.

10. The project start date is 03/1/2010. But we are still in the RFP stage. Are we behind the schedule for this project? If yes what is the reason?

No. The RFP was released later than initially planned, and schedule was not adjusted appropriately. Please use the following as the project schedule.

3.1	Project start date:	Contract Award Date (CAD) + 1 Week	
3.2	Key deliverable dates:		
3.2.1	Overall Project Plan	DUE DATE:	CAD + 2 Months
3.2.2	Communication Plan	DUE DATE:	CAD + 3 Months
3.2.3	Change Management Plan	DUE DATE:	CAD + 4 Months
3.2.4	Project Summary Document	DUE DATE:	06/01/2012
3.3	End date:		06/30/2012

11. Do you expect vendors to cover up time for the delay?

See answer to question 10.

- 12. In section 3, Project Milestones and Deliverables, the project start date is 3/1/2010 with other dates established for key deliverables. Will these dates be modified to reflect actual project start date? Will the same timeframes for deliverables be allowed, such as the Overall Project Plan being due approximately 2 months after actual project start, etc.?**

See answer to question 10.

- 13. In section 13, the due date is not established clearly. Our assumption is that should read 3/10/2010. Please clarify.**

Yes, it should have read 3/10/10. Due to the delay on Mn/DOT's part in posting questions, the proposal due date has been extended to 03/16/10 2:00pm.

- 14. Since this opportunity is for a Staff Augmentation resource and not for a turn-key project proposal, please clarify what you are requiring in our response to address the requirement for a detailed work plan (12.4.2), cost estimates and other staffing needs assessments (12.7), etc. as described in section 12, Response Requirements.**

The work plan should illustrate the responder's approach to completing the SOW. It may include examples of project plans or applicable documents from similar projects. Your cost proposal should consist of an hourly rate for the proposed project manager. This hourly rate should include any anticipated travel costs and should not exceed the rate OET has established for your firm under the Master Contract. The number of anticipated hours and total project cost are not necessary for this type of contract. It is expected that the deliverables identified within this SOW will be completed within hours allotted for the duration of the contract. A total project cost and anticipated hours will not be necessary.

- 15. On page 3 of the SOW it is stated that the Project starts date is Monday. What is the DOT's team structure for this effort and who is beginning this effort on Monday?**

See answer to question 10 above.

- 16. Can you define your Change management as compared to change control?**

Change control may be considered part of change management. See Minnesota's Office of Enterprise Technology for an example of a change control management process flow.

- 17. 2.3.2: Can you please elaborate where training and knowledge transfer is specified in this SOW for our reply?**

Training is referenced in section 5.5.

- 18. Is this position fully budgeted for the duration of this proposed contract?**

Prior to executing a contract, Mn/DOT must appropriate the funds to pay for services under the contract. Mn/DOT also reserves the right to terminate a contract upon notice.

- 19. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MnDOT approved contractor time sheet, or if selected vendor will be paid based on completed/signed-off deliverables.**

The vendor will be paid based on an hourly rate—working toward the deliverables identified. The hours will be applied per the negotiated contract, work plan, and the resulting project plan.

- 20. Since this SOW is requesting staff augmentation services, are vendors still required to provide a project overview, detailed work plan, contract/change management procedures, etc? This information does not seem applicable for response to a staff augmentation position.**

Since the SOW is for a project manager, the response requirements will illustrate the experience and skills of the responder. The response requirements/work plan should reflect the approach to fulfilling this contract with the understanding that the project plan will be completed as part

of the SOW. Response requirements 12.4.3, 12.4.4, 12.4.5, and 12.4.6 may represent examples of previous work completed.

Mn/DOT and the State of Minnesota have identified four iterative stages to a project: 1) initiation, 2) planning, 3) managing (execution and control), and 4) closeout. Submitted work plans may be presented with the anticipated work to be completed in each stage along with the deliverables for that stage as identified in section 2.2.

The final deliverables due by June 30, 2012, and ultimately the success of the project, will be the successful implementation several data systems of sufficient quality and function to meet business needs, each of which is currently integrated into the mainframe TIS application. These systems consist of:

- a) Linear referencing management system
- b) Safety management system
- c) Traffic volume management system
- d) Roadway profile management system
- e) Corresponding interfaces between these four systems

- 21. Please confirm if it is acceptable for vendors to limit responses to an introduction, company overview, staff qualification chart, candidate resume and references, cost proposal, and required forms. Will vendors be deemed unresponsive if responses are limited to the aforementioned items?**

All items in section 12 should be included. Examples of past work are acceptable as stated in the answer to question 20.

- 22. Will vendor awarded a contract under this SOW be the MnDOT representative to work with and manage the vendor that is awarded contract number 96002 for the MnDOT Transportation Information System (TIS) Recovery project?**

No.

- 23. Please confirm that anticipated duration for which this staff augmentation resource will be need is from contract execution date thru June 30, 2012**

This is our current estimate of project duration. Should project be completed earlier, services would not be further required.

- 24. Please confirm that anticipated utilization of selected resource will be full-time 40 hours per week (excluding State holidays) for the duration of the contract.**

Weekly hours would be negotiable depending on work load. Mn/DOT anticipates significant work throughout the duration of the project, but it is unlikely that it would be 40 hours per week for the entire contract. During phases of project initiation, planning and closeout, project manager involvement would likely be higher than during periods of execution.

- 25. What is the anticipated daily work schedule for selected vendor resource (8:00 AM to 5:00 PM, Monday thru Friday)?**

Standard hours are negotiable.

- 26. Does DHS anticipate that selected resource will be expected to perform any off-hours or weekend work under the scope of this SOW?**

Assuming question should read DOT rather than DHS, the answer is off-hour and weekend work would be very unusual in this SOW. If project management was needed as part of bringing a new system on-line during the course of the project, this would likely be the exception, but it seems unlikely.

- 27. Please confirm that DHS will provide selected resource with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.**

Yes, by the DOT rather than DHS.

- 28. Please confirm how many copies of cost proposal vendors should submit.**

One.

- 29. Please confirm if vendors are required to include the following with their cost proposal: number of anticipated hours, total project cost.**

Your cost proposal should consist of an hourly rate for the proposed project manager. This hourly rate should include any anticipated travel costs and should not exceed the rate OET has established for your firm under the Master Contract. The number of anticipated hours and total project cost are not necessary for this type of contract. It is expected that the deliverables identified within this SOW will be completed within hours allotted for the duration of the contract. A total project cost and anticipated hours will not be necessary.

- 30. Please confirm if it will be acceptable for vendor cost proposals to be limited to hourly bill rate and 902TS service category classification.**

Your cost proposal should consist of an hourly rate for the proposed project manager. This hourly rate should include any anticipated travel costs and should not exceed the rate OET has established for your firm under the Master Contract. The number of anticipated hours and total project cost are not necessary for this type of contract. It is expected that the deliverables identified within this SOW will be completed within hours allotted for the duration of the contract.